Spotlight

MICHIGAN Department of Education

on Student Assessment and Accountability

May 24, 2018

Key: 🖵 includes information Tech Coordinators also need to know

Spring Online Testing Ends TOMORROW Friday, May 25, 2018

🖵 End of Spring Online Testing Windows

Friday, May 25, 2018 is the end of the online spring testing windows for the M-STEP, MI-Access FI, and Early Literacy and Mathematics Benchmark Assessments. All testing must be completed by the end of the instructional day.

Schools with online testers should remind their Technology Coordinator to clear the TSM(s) after all testing has completed for the day. This will ensure all responses are sent to DRC for scoring. For information on viewing and sending unsent responses, see pages 92-94 of the Technology User Guide, available on eDIRECT (https://mi.drcedirect.com) under **Documents → Audience → District Technology Coordinator**. Sites using Central Office software will need to check their TSM for Response caching, as Central Office does not support response caching this year. On **Tuesday, May 29, 2018 at 4:00 PM**, all "In Progress" M-STEP tests will be marked "Complete," so make sure that all responses have been sent by Tuesday mid-day.

Refer to the articles in the May 17 Spotlight (www.michigan.gov/mde-spotlight) for details on the end of the testing window.

MI-Access Testing Window Closing

The MI-Access testing window closes on **Friday, May 25, 2018 at 4:00 PM**. This is the last day to administer any MI-Access assessment and to enter all Supported Independence and Participation scores.

(Continued on next page)

▶ Sign up for Spotlight (www.michigan.gov/mde-spotlight) and/or access previous editions

Call Center: 877-560-8378

The following is important administrative information for online and paper/pencil MI-Access assessments.

ONLINE Score Entry: Participation and Supported Independence (P/SI):

- ALL P/SI student scores must be entered online by **May 25, 2018 at 4:00 PM**.

- The link to the P/SI score entry may be accessed on the MI-Access web page (www.michigan. gov/mi-access) under the **Current Assessment Administration** section.

- The MI-Access P/SI Online Answer Document Instructions for Score Entry is also located in the **Current Assessment Administration** section.

- All Scoring Documents and signed Security Agreements should remain in the district for three years.

ONLINE – Functional Independence (FI):

- **Important:** Students taking FI ELA: Accessing Print and Using Language must also complete the FI ELA: Expressing Ideas assessment, which is exclusively a paper assessment.

- All online testing must be completed and submitted by **4:00 PM on May 25, 2018**.

- All **In Progress** tests will be marked complete and sent for scoring.

- See the previous article, **End of Spring Online Testing Windows**, for information on clearing the Testing Site Manager (TSM).

PAPER/PENCIL:

- All paper-based testing must be administered by the end of the school day **Friday, May 25, 2018**.

Testing Material Return Date

- All testing materials must be shipped by **May 30, 2018** to avoid possible late fees.

- Material return instructions are listed the Test Administration Manuals (page 64 of the FI manual and page 53 of the P/SI manual) located under the **Current Assessment Administration** section of the MI-Access web page (www. michigan.gov/mi-access).

- Schools have been provided return kits with their materials, helping to facilitate a direct return rather than going through your district office. Inventory your return materials now to ensure you have the necessary supplies for a timely return of testing materials.

MI-Access Participation and Supported Independence (P/SI) Social Studies Assessment

All students in grades 5, 8, and 11 are expected to take a summative assessment for the social studies content area. Since there is **not** a MI-Access P/SI level social studies assessment provided by the state, schools are expected to test P/SI level students with a locally developed/approved alternate social studies assessment. Local alternate social studies assessments can be common commercial social studies assessments or locally-developed instruments that include item types such as constructed response, multiple choice, performance tasks, rating scales, observation checklists, and portfolios.

The administration of the locally developed/approved alternate social studies assessment should occur any time prior to the MI-Access Verification of Not Tested window, so that student participation can be recorded in the Secure Site. In order for students to be recorded

as having met the social studies test participation expectation, schools will need to submit a **Local Alternate Social Studies** issue from the **Students Not Tested** report in the Secure Site. This can be done during the Verification of Not Tested window for the MI-Access that will be available in June. Submitting these issues will ensure that the school is credited for P/SI level students meeting the social studies test participation requirement.

> **Not Tested Students window**
> for WIDA ACCESS
> for ELLs 2.0
> and
> WIDA Alternate ACCESS
> for ELLs
>
> ends **Wednesday May 30, 2018 at 5:00 PM**

SAT, WorkKeys, PSAT 8/9, and PSAT 10 Answer Documents Received

Answer Documents Received and Not Tested Students window on the OEAA Secure Site for SAT, WorkKeys, PSAT 8/9, and PSAT 10 opened on May 23 and runs through **May 30, 2018 at 5:00 PM** for the spring 2018 administrations. It is very important to review the **Answer Documents Received and Not Tested Students** page to ensure all tests taken have been received and other possible answer document issues have been resolved.

New this year!

Students for whom the school is accountable, will be listed on the screen whether the student was tested or not.

- If a student is included as accountable (marked "Yes" in the Accountable Students column) but is not currently enrolled, they should be exited in the Michigan Student Data System (MSDS) by the posted deadlines. For dates and details on **Accountable Students Enrollment and Demographics** see the April 26, 2018 Spotlight (www.michigan.gov/mde-spotlight).

- If a school is not accountable for a student (marked "No" in the Accountable Students column) but the student did test at the school, the student will show as tested and that is correct.

- Students for whom the school is accountable, but who tested elsewhere, will display and the tested building will be identified.

- The list should be reviewed careful to identify any students who tested and may be missing from the list. If an enrollment record has not been submitted in MSDS yet for a student who did test at your school, click the **Student Did Test** button to submit the missing student information.

- If a student exited the district and did test at your school, the student should be listed as tested. If the student is not listed as tested, click the **Student Did Test** button to submit the missing student information.

For SAT, schools will not be able to submit Not Tested reasons from the page until **June 11 – June 25, 2018,** when it is also available for M-STEP and MI-Access. It is advised that you start collecting the information now to submit during this window.

Schools will NOT be asked to submit a reason for students who did not test for WorkKeys, PSAT 8/9, or PSAT 10 because these tests are not currently included in accountability calculations.

It is strongly suggested that you view the Answer Documents Received and Not Tested Students instructions on the Secure Site Training web page (www.michigan.gov/securesitetraining). This document will walk you through the process, giving pointers on what to look for, how to report issues and how to fix an error when possible.

Spring 2018 Administration and Technology Surveys Available

The Michigan Department of Education would like to THANK YOU for your part in another very successful assessment administration! We ask you to take a moment to provide feedback regarding your administration experiences in our 2018 M-STEP Administration Survey (https://www.surveymonkey. com/r/2018M-STEPAdministrationSurvey).

Technology Coordinators can provide feedback on technology experiences in our 2018 Statewide Testing Technology Survey (https://baameap.wufoo.com/ forms/z1y6r0yd15xqgic/). The surveys are open now until **Friday, June 15, 2018**.

Your feedback is a vital tool for future planning and development of quality assessments and administration practices for educators and students.

We have made significant changes based on the feedback we received last year. Respond to this survey to share your experiences and help to improve the experiences of educators and students throughout Michigan.

NOT TESTED REASONS REMINDER

For M-STEP and MI-Access

ONLY Not Tested reasons submitted from the Answer Documents Received and Not Tested Students page will be reviewed. Please do NOT submit Not Tested reasons in the Incident Reports section of the Secure Site.

Refer to the instructions on submitting Not Tested reasons provided on the Secure Site Training web page (www.mi.gov/securesitetraining) under **Accountable Students & Test Verification**.

Updated Grades 3-8 Benchmark Assessment FAQ

In the April 12, 2018 Spotlight, we announced the development of a State Benchmark Assessment Frequently Asked Question (FAQ) document to provide answers to some initial questions. As we mentioned in the original article, the FAQ document will continue to expand as additional information becomes available.

An updated version of the State Benchmark Assessment Frequently Asked Question (FAQ) document, dated on **May 24, 2018**, is available on the Student Assessment web page (www.michigan. gov/oeaa) under **Information on Michigan's Assessments**.

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

Spotlight

on Student Assessment and Accountability

The recently added question below is an example of how new questions will be identified in the FAQ document.

How does the field notify MDE of their chosen benchmark? (NEW)

MDE is developing a tool in the OEAA Secure Site where district-level users can indicate which benchmark option they're selecting. The notification tool will be available in August. If districts already know their choice, they can notify the benchmark vendor now if they so desire. Once the district decision is made, it applies to all schools within that district.

Questions about the new state benchmark assessments can be emailed to mde-oeaa@michigan. gov.

Spotlight

SAT Corner

Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board

Questions about Spring PSAT 8/9, PSAT 10, or SAT?

- call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- email michiganadministratorsupport@ collegeboard.org

Answer Document Verification Window: May 23-May 30, 2018

The Michigan Department of Education (MDE) answer document verification process on the Secure Site provides a way for schools to verify that all answer documents have been received and processed by the College Board. It is also used to resolve other potential issues with answer documents. The deadline to review and report PSAT 8/9 for 9th grade, PSAT 10, and/or SAT with Essay answer document issues through the Secure Site is May 30, 2018. See the Answer Documents Received article on **page 3** for information on these processes. Student data released in the College Board's K-12 Reporting Portal is based on the information verified during this window and changes cannot be made once the window has closed.

PSAT 8/9 for 8th Grade Webinar

If you were not able to attend the PSAT 8/9 for 8th grade webinar on May 22, the presentation will be posted on the Michigan College Board web page (www.collegeboard.org/michigan) no later than **June 11, 2018**.

Counselor Workshops

Recently, Michigan counselors or other school personnel may have received an email about the College Board's Counselor Workshops, which traditionally take place in the fall. These workshops provide information about College Board assessments and programs from a **national** perspective. The Counselor Workshops for Michigan will be scheduled in September of 2018. For the past three years, the College Board Michigan field team has also presented Implementation Workshops on the same days as the Counselor Workshops to provide information about the Michigan administration of the SAT Suite of Assessments as a part of MME.

This year, the College Board Michigan field team will schedule the Implementation workshops later. This will allow us to provide the most up-to-date and comprehensive information on the Michigan administration, including the most accurate information on the implementation of the PSAT 8/9 in 8th grade in the spring of 2019.

- Middle school educators should not sign up for the national Counselor Workshops – rather they should attend the Implementation Workshops that will be held later in the fall.

- High school staff should be represented at **both** kinds of workshops. Registration links for the Implementation Workshops will be in Spotlight once the scheduling is completed.

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ACT WorkKeys

Information on ACT WorkKeys® provided by the ACT®.

Answer Document Verification

The Michigan Department of Education (MDE) answer document verification process on the OEAA Secure Site provides a way for schools to verify that all answer documents have been received and processed by ACT. The window to review and report missing WorkKeys answer documents is **May 23 - 30, 2018**. Refer to the Answer Documents Received article that begins on **page 3** for information on these processes.

Score Reports – Important Update

Since many schools will be closed in July, the school-level and student-level paper reports are now scheduled for delivery the week of **August 6, 2018**. The shipment will include the following reports:

- **Individual Summary Score Report** - An examinee-level report containing the examinee's reportable scores (Level and Scale scores) and explanations of what the scores mean. The test coordinators will receive one paper report per examinee to be given to the examinee.

- **Summary Score Report** - An examinee-level report containing the examinee's reportable scores (Level and Scale scores) but without the explanations of what the scores mean. The test coordinator will receive one paper report per examinee to be retained by the school.

- **Roster Score Report** - A roster of examinees showing their scores and when they took the tests. The test coordinator will receive one paper report to be retained by the school.

Samples and full descriptions of these reports can be found on the ACT-hosted website (www.act.org/stateanddistrict/michigan) under drop-down menu #7, **WorkKeys: Interpretation–Receive score reports and data → Score Reports and Impact of Test Data**.

Printed National Career Readiness Certificates (NCRCs) will not be mailed to the test coordinators this year. Instead, examinees can print their own certificate from their ACT WorkKeys NCRC account at myworkkeys.com for FREE. A Quick Start Guide is available on the login page, which contains instructions on creating an account, sharing NCRC information with prospective employers, and other available features.

For more information about NCRCs, go to ACT WorkKeys National Career Readiness Certificate (http://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/ncrc.html).

Contacting ACT

If you have questions, you may:

1. contact ACT via the Contact Us web page (www.act.org/aap/state/contact.html)

2. call ACT at 800-553-6244 9:30 AM – 6:00 PM ET
   - standard time: ext. 2800
   - accommodations: ext. 1788

3. email accommodations questions to ACTStateAccoms@act.org

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

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Important Dates

Approaching Deadlines!

Friday, May 25, 2018 (CLOSES at 4:00 PM):

- **M-STEP grades 3, 4, 6 and 7** Online Test Administration Window

- **MI-Access grades 3-8 and 11** Online and Paper/Pencil Test Administration Window

- **MI-Access P/SI** Online entry of answer documents

- **Early Literacy and Mathematics Benchmark Assessment Test Administration Window**

May 30, 2018 (5:00 PM DEADLINE):

- Not Tested Students window for **WIDA ACCESS for ELLs 2.0 and WIDA Alternate ACCESS for ELLs**

- Answer Document Verification window for **ACT WorkKeys**

- Answer Document Verification window for **PSAT 8/9 for 9th grade**, **PSAT 10**, and **SAT with Essay**

May 30, 2018:

- **LAST DAY** to return **MI-Access** testing materials

June 2018

June 11–18, 2018 (5:00 PM DEADLINE):

- **M-STEP and MI-Access:** Answer Document Verification window

June 11–25, 2018 (5:00 PM DEADLINE):

- **SAT, M-STEP, and MI-Access:** Not Tested Students window

Have Questions?

Email mde-oeaa@michigan.gov for assessment questions.

Email MDE-Accountability@michigan.gov for accountability questions.

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